



Department of Public Works & Engineering  
Planning & Development Services Division

**STRUCTURAL OVERTIME INSPECTION FORM**

City of Houston

**Job Site**

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project #:** \_\_\_\_\_

**Advanced Pay Account (SR) #:** \_\_\_\_\_

**CREDIT CARD TRANSACTION BY FAX REQUEST**

**Credit Card Information**

*(Check Credit Card Type)*

☐ American Express    ☐ Discover    ☐ Visa    ☐ MasterCard    ☐ Debit Card

Cardholder Name *(Name As It Appears on Card)*: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Purchase Amount: \$\_\_\_\_\_

Drivers License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

**Persons Authorized to Purchase on this Credit Card**

*(Printed Name and Signature of Authorized Personnel)*

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Information:      Phone: (713) 535-7731  
Fax: (713) 535-7911

NOTE: Effective October 1, 1999, all credit card purchases by fax must include the authorized signature of the cardholder. Fill out this form and fax to (713) 535-7911.